



# State of New Hampshire

## Banking Department

53 Regional Drive, Suite 200  
Concord, NH 03301

GLENN A. PERLOW  
BANK COMMISSIONER

INGRID E. WHITE  
DEPUTY BANK COMMISSIONER

Telephone: (603) 271-3561  
Fax: (603) 271-0750  
Licensing: (603) 271-8675  
[www.nh.gov/banking](http://www.nh.gov/banking)

### SCHEDULE C AMENDMENT INSTRUCTIONS

#### **OWNERSHIP AND MANAGEMENT – USE THIS FORM TO ENTER CHANGES AND UPDATES TO THE NH LICENSE APPLICATION FORM SCHEDULES A & B (THE SCHEDULE OF PRINCIPALS & OWNERS OF THE COMPANY)**

1. Licensed and registered companies must amend the information about the *principals*, *direct* and *indirect owners* of the company within 30 days of an event that changes the information on file with the NH Banking Department. Use this Schedule C to amend that information. You may add, delete or change information about a *principal* of the company using this form. When adding a new individual as a *principal* of the company, you must attach an MU2 (NH Individual Disclosure Form), a Criminal History Record Information Authorization Form, fingerprint card and records check fee for each individual added. Forms may be obtained at <http://www.nh.gov/banking/consumer-credit/information.htm>.
2. On the company's initial license application, Schedule A was used to report *direct owners* (including corporate, other types of organizations and individuals) & other *principals*. Use Item No. 3 of Schedule C to change information about *direct owners* & other *principals*.
3. On the company's initial NH license application, Schedule B was used to report *indirect owners*. Use Item No. 4 of Schedule C to report changes of information about *indirect owners*.
4. A licensed company that applied on an application that did not have "Schedules A and B" provided the same information to the NH Banking Department in a different format. Use Schedule C to amend that information to report changes about the licensed company's *principals*, *direct*, and *indirect owners*.

#### **Applicable definitions:**

1. "Direct Owner" means any *person*, including individuals, that owns, beneficially owns, has the right to vote, or has the power to sell or direct the sale of 10% or more the *licensee*.
2. "Indirect Owner" means, with respect to direct owners and other indirect owners in a multilayered organization:
  - (a) in the case of an owner that is a corporation, each of its shareholders that beneficially owns, has the right to vote, or has the power to sell or direct the sale of, 25% or more of that corporation;
  - (b) in the case of an owner that is a partnership, all general partners and those limited and special partners that have the right to receive upon dissolution, or have contributed, 25% or more of the partnership's capital;
  - (c) in the case of an owner that is a trust, the trust, each trustee and each beneficiary of 25% or more of the trust;
  - (d) in the case of an owner that is a Limited Liability Company ("LLC"), (i) those members that have the right to receive upon dissolution, or have contributed, 25% or more of the LLC's capital, and (ii) if managed by elected managers, all elected managers; and
  - (e) in the case of an indirect owner, the parent owners of 25% or more of their subsidiary.
3. "Licensee" – The *person* holding a New Hampshire license or registration that is applying or amending information on this form. The only instance in which the *licensee* is an individual is in the case of a sole proprietorship.
4. "Person" means an individual, corporation, business trust, estate, trust, partnership, association, 2 or more *persons* having a joint or common interest, or any other legal or commercial entity however organized.
5. "Principals" of the *licensee* include (1) principal shareholders (10% or more), (2) officers (president, vice president, secretary, treasurer), (3) executive officers and senior managers (senior vice presidents and higher), and (4) directors of a corporate applicant; general partners of a general partnership; general and limited partners (10% or more) of a limited partnership; members of a limited liability company; and trustees and beneficiaries (10% or more) of a trust. NH branch managers are *principals* of the licensee, but use the NH Branch Office Form to report changes in branch managers.

(Amendments to answers for  
Item 4 on the NH  
Application/Amendment Form)

Effective Date: \_\_\_\_\_

1. This Schedule is used to amend Schedules A and B of NH License or Registration Application Form. Refer to instructions above and to Schedules A & B for specific instructions for completing this Schedule C. **Complete each column.**

2. In the Type of Amendment ("Type of Amd.") column, indicate "A" (addition), "D" (deletion), or "C" (change in information about the same *person*).

3. List below all changes to Schedule A (DIRECT OWNERS [10% or more], EXECUTIVE OFFICERS AND OTHER PRINCIPALS):

[illegible]

4. List below all changes to Schedule B (INDIRECT OWNERS [25% or more]):

[illegible]